

8 September 1965

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 Aug '65

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 51,722 items broken down as follows:

CIA IN cables	19,814
CIA OUT cables	7,459
Miscellaneous & Archives (845)	5,318
Non-CIA	<u>19,131</u>
Total Work Units	51,722

b. CIA IN and OUT cables totaled 233,682 for the period January-August 1965, up 2% compared to the same period of 1964 (229,393) and up 12% for the same period of 1963 (208,411).

c. Non-CIA cables for January-August 1965 totaled 151,626, an increase of 18% over the same period in 1964 (128,078) and 27% higher than the same period in 1963 (119,714).

d. Work units totaled 423,916 for January-August 1965 period, up 9% over the same period 1964 (389,917). The Cable Secretariat did a daily average of 1,668 items each 24 hours including Saturday and Sunday.

e. 1,172 cables or 2.5% of all cables processed were furnished to the Director as compared with 1,260 or 2% for July 1965.

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2. Personnel

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a. Last month we lost four people and gained three, bringing our on-duty strength to [redacted] persons, 9 short of our T/O of [redacted]. The on-duty strength with summer employees is 100. The Office of Personnel is doing all they can to fill our vacancies.

b. [redacted], Assistant Message Center Chief, was reassigned to FE Division and departed for overseas duty.

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a. On 20 September I start two weeks Active Duty Training at Hqs. U.S. Army Joint Support Command, Fort Ritchie, Maryland, where I will be able to work with the persons striving to set up an automated message processing system.

b. On 27 August 1965 I completed a two week course in computer familiarization, with emphasis upon management responsibilities. The course is put on by Navy as the Executive Agent for the Department of Defense. It is a good course to bring before managers the problems and the capabilities of computer utilization.

c. I have been informed that the Office of Computer Services is going to start in late September their study of the Cable Secretariat to determine the feasibility of automating our message processing.

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d. [REDACTED] has registered with me his belief that he was passed over in the selection of supervisor because he is a Negro. I have assured him that such is not the case, and have referred him to [REDACTED] the Agency CIA Employment Policy Officer. While this type case is one which I would prefer never arise, I am absolutely confident that he is incorrect in his belief. [REDACTED] is a fine analyst--one of our best--but he does not possess the qualities of leadership found in others in this office. For that reason, and that reason alone, he has been passed over.

e. Starting in July 1965 we requested that each unit (except O/DCI) review its cable requirements, giving consideration to unnecessary duplication and overlapping of requirements. Present indications, based on nearly complete returns, are that few changes are required. In each instance, we will refer the complete package of requirements to the appropriate person in DDS, DDI, DDP, and DDS-T for a top-side review. When that is completed, I believe I can say that our requirements are firm and represent fully the needs and desires of those concerned as approved by their respective Directorates.

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[REDACTED]
Cable Secretary